PERSONNEL CHECKLIST

Include all new hires and volunteers performing a direct service on a regular basis

Agency:								Pers	on's N	Name	Fillin	g Out	Form	າ:											
Date:Enter ful						Reviewer's Name:er full date of completion in each category Personnel Level II Level III															 				
				heck	check					uation			ldual				-				ţ		cklist		
NAME	Position	Hire date	Date of Ind. Func.	Criminal record check	Nurse Aide abuse check	Central Registry	TB Test	Agency Orientation	Job Description	erformance Evalı	Date eligible to administer meds	Education	Training on Individ Needs	First Aid	CPR	Abuse & Neglect	Crisis Prevention	Rights	Medication Administratic	Meds and Seizures	Case Management	Core Training	Competency Checklist		
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Core Training = Values, Attitudes & Stereotypes, Building Community Inclusion, Person Centered Planning, Positive Behavior Support, Self-Determination, Human Sexuality & Strategies for Successful Teaching

Total New Hires Since Last Review: _____ Total Terminations Since Last Review: ____ Page ___ Of ___ Rev.8/14/07